



**City of Kankakee  
Kankakee, IL  
Job Vacancy Announcement**

**JOB TITLE: Grant Assistant**

**DATE: 11/2/2021**

**DEPARTMENT: ECDA**

**REPORT TO: Exec. Director**

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**JOB SUMMARY:**

The Grant Assistant provides operational support to the Economic and Community Development Agency (ECDA) staff. The Grant Assistant is responsible for the day to day grant administration needs of the Economic and Community Development Agency (ECDA). This position also assists the agency's clients in their day to day interactions with the ECDA staff.

**DUTIES AND RESPONSIBILITIES:**

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact lists and department schedule
- Produce and distribute federal and state grant correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled federal and state grant reports
- Develop and maintain a filing system following state and federal grant guidelines
- Submit and reconcile expense reports following state and federal grant guidelines
- Provide general support to clients during the grant application process
- Provide grant information by answering questions and requests from clients and staff
- Research and creates presentations regarding local, state, and federal grant programs
- Generate public reports following state and federal grant guidelines
- Handles multiple projects
- Prepares and monitors invoices following state and federal grant guidelines
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Handle sensitive information in a confidential manner
- Conduct data entry in state and federal operating systems

**EDUCATION AND EXPERIENCE:**

1. Education: Associates Degree
2. Accurate typing and mathematical skills
3. Microsoft Word
4. Ability to maintain manual filing system

**HOW TO APPLY:** Please send resume and cover letter to Carolyn Croswell 304 S. Indiana Ave, Kankakee, IL 60901 or apply online [www.citykankakee-il.gov](http://www.citykankakee-il.gov) on or before Monday, November 15, 2021, at 4:00 PM. EOE